



State of Rhode Island  
**Department of Business Regulation**



**DIVISION OF COMMERCIAL LICENSING AND REGULATION  
REAL ESTATE SECTION  
233 Richmond Street, Suite 230  
Providence, Rhode Island 02903-4230  
Telephone (401) 222-2255 Facsimile (401) 222-6654**

**BRANCH OFFICE LICENSE RENEWAL**

Whenever an agency maintains a branch office, every such office shall comply with the provisions of Rule 16. See our website; [www.dbr.state.ri.us](http://www.dbr.state.ri.us)

The principal broker of the agency (not the office supervisor) must continue to sign all forms and documents submitted to this department. If the agency is a corporation, LLC, or partnership, another officer of the corporation, LLC or partnership who holds an active broker license may sign applications or transfers of licenses, provided that a power of attorney is on file with the Real Estate Section of the Department of Business Regulation.

Branch office licenses expire annually on April 30<sup>th</sup>.

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**FEE: \$25.00 – MAKE CHECK PAYABLE TO R.I. GENERAL TREASURER**

DATE OF APPLICATION \_\_\_\_\_

NAME OF AGENCY \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

NAME OF  
PRINCIPAL BROKER \_\_\_\_\_ LICENSE NO. \_\_\_\_\_

BRANCH OFFICE ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

NAME OF OFFICE SUPERVISOR \_\_\_\_\_ LICENSE NO. \_\_\_\_\_

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For Office Use Only

LICENSE ISSUED \_\_\_\_\_